



---

To: All HOME Applicants and HOME Grantees                      **Notice:**      FSP-01-14  
From: IHFA Community Development Department  
Date: September 4, 2001  
**Re: HOME Program Amendment – Completeness Review**

---

The Housing from Shelters to Homeownership application package remains in effect until the July 2002 funding round, and the Qualified Allocation Plan remains in effect through year-end. However, the Indiana Housing Finance Authority (IHFA) Board of Directors has recently approved amendments to the completeness review requirements for the HOME Investment Partnerships Program (HOME) funds as described below.

Currently, only applications that pass completeness and threshold reviews are permitted to compete for funding. We often receive a number of applications that are disqualified because of an oversight on the part of the application preparer. IHFA is seeking to address this issue while continuing to give preference to complete applications.

During funding rounds when award recommendations fall below IHFA's internal funding goals, in its sole discretion, IHFA may allow additional information to be submitted for applications identified as being incomplete, having technical errors in the resolution, or having technical errors in the assurances and certifications.

Staff will contact the applicant and require that the requested information be faxed and the original mailed to IHFA within seven calendar days.

These applications would then be scored and ranked according to IHFA's published scoring criteria and allowed to compete for HOME funding. However, they would only be recommended for funding after all complete applications with scores meeting or exceeding the published minimum have been recommended for funding.

If you have any questions about the information in this memo, please contact your IHFA Development Specialist toll-free at 1-800-872-0371.

---

*Indiana Housing Finance Authority  
115 W. Washington St.  
Suite, 1350, South Tower  
Indianapolis, IN 46204*

*phone (317) 232-7777  
toll-free (800) 872-0371  
fax (317) 232-7778  
<http://www.indianahousing.org>*

